

RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS
INFORMATION TECHNOLOGY DEPARTMENT
RECORDS MANAGEMENT

RECORD
CONTROL
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

01 (ACT) ACCOUNTING

011318 SHERIFF'S MORTGAGE SALE AND REDEMPTION RECORD
This series contains records of mortgagor, mortgagee, property description, amount of mortgage, rate of interest, dates, to whom sold, and to whom paid.

RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

011319 SHERIFF'S RECORD OF DELINQUENT PERSONAL TAXES
This series contains records of citation number, name and post office address, year, amount, penalty and interest, clerk's cost, sheriff's costs, citation issued, citation returned, and total.

RETENTION: Retain for 6 years after the county commission cancels the tax, then dispose by landfill.

19 (CF) CASE FILES

190104 CASE FILES, CRIMINAL
This series contains summons, arrests, teletypes, memos, judgments of convictions, completed investigations, and warrants.

RETENTION: Retain for 10 years after the expiration of sentence (AES), then dispose by landfill.

190105 ACCIDENT REPORT FILES
This series contains reports completed by officers of accidents.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

190106 MASTER INDEX CARD FILE
This series contains alphabetical index of numerically filed case files of any person charged with an offense.

RETENTION: Retain until updated (UD), then dispose by landfill.

190109 CASE FILE PHOTOGRAPHS

This series contains photographs used in documenting cases.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

190110 CIVIL PROCESS FILES

This series contains summons, complaints, and orders for appearance.

RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

190111 CASE FILES, JUVENILE

This series contains court referrals and warrants.

RETENTION: Retain for 10 years after the expiration of sentence (AES), then dispose by shredding.

190112 SHERIFF'S DECLINES, INVESTIGATION

This series contains police and sheriff decline sheets, reports, follow-up reports, and copies of sheriff's department investigations for all cases not prosecuted.

RETENTION: Retain in office for 3 years after current fiscal year (ACFY), then dispose by landfill.

30 (C/L/A) CONTRACTS/LEASES/AGREEMENTS

300910 PERMITS

This series contains applications and copies of permits for alcoholic beverages, pistols and concealed weapons.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

43 (EQ) EQUIPMENT

430401 VEHICLE REPORTS

This series contains a report of vehicle use within sheriff's department.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

50 (LG) LEGAL

- 500802 **SHERIFF'S RETURNS**
This series contains criminal and civil summons returned to lawyers and statements of fees.
- RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.
- 500803 **EXECUTION DOCKET**
This series contains sheriff's execution docket: case, statement, judgment, and fees. Sheriff's notice of levy to defendant, work-up sheets, release levies, and foreclosures sales.
- RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.
- 501001 **TRAFFIC TICKETS**
This series contains copies of traffic tickets issued.
- RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.
- 501002 **DOCKETS**
This series contains civil and criminal case docket showing type of papers served, by whom and to whom.
- RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.
- 501003 **DISPOSITION SHEETS**
This series contains listing of cases, criminal and civil, which have been scheduled in court.
- RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.
- 501005 **CITATIONS**
This series contains criminal and civil citations. Includes summons.
- RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.
- 501006 **INCIDENTS, OFFENSE RECORD**
This series contains documents any calls made to the Sheriff's Office which were investigated.

RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

60 (PER) PERSONNEL

600702 OFFICERS' DAILY REPORT

This series contains daily reports maintained by each officer of daily activities.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

80 (SPS) PROGRAMS, PROJECTS, AND SERVICES

800201 IMPOUNDED CARS REPORT

This series contains report of make and year of impounded cars.

RETENTION: Retain for 4 years after the current fiscal year (ACFY), then dispose by landfill.

800202 MUG SHOT BOOKS

This series contains photographs of prisoners.

RETENTION: Retain for 4 years after the current fiscal year (ACFY), then dispose by landfill.

800211 PROTECTION ORDERS

This series contains protection orders.

RETENTION: Retain for 7 years, then dispose by landfill.

90 (S/S/R) SURVEY/STUDY/REPORT

900203 INMATE MEDICAL RECORDS

This series contains screenings and personal data.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by shredding.

900204 RADAR REPORT LOG

This series contains officers' reports of radar usage.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

- 900205 **REPORTS**
This series contains monthly and annual reports to county commissioners on police activities.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 900206 **UNIFORM CRIME REPORT**
This series contains FBI report on major burglaries, murders, and statistics.
- RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.
- 900217 **JAIL LOGS**
This series contains registers of names of inmates recording personal data, fingerprints, charge and sentence.
- RETENTION: Retain for 4 years after the current fiscal year (ACFY), then dispose by landfill.
- 900218 **RADIO LOGS**
This series contains a list of officers' names and messages dispatched.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.